

AMERICAN EMBASSY BELGRADE

Department of State (DOS)

Public Diplomacy (PD) Section

Announcing an open INTERN position for

**Public Diplomacy
Foreign National Student Intern**

The U.S. Embassy in Belgrade is seeking a Foreign National Student for the following intern position within the post's Foreign National Student Intern Program (FNSIP). This position will be located in the Embassy's Public Diplomacy (PD) section.

The FNSIP is designed for students who are non-U.S. citizens seeking internships with U.S. Missions abroad. The purpose of this program is to offer students the challenge of working in the foreign affairs arena and at the same time to benefit from their assistance. Please note that there are no benefits and no compensation attached to this internship or any future employment rights.

OPEN TO: Non-U. S. citizen students residing in Serbia

POSITION: **Public Diplomacy – Student Volunteer**

OPENING DATE: December 30, 2014

CLOSING DATE: January 20, 2015

WORK HOURS: Part-time (20 hours per week)

SALARY: No compensation; non-paid intern.

LENGTH OF HIRE: Nine to twelve months

BASIC FUNCTION OF THE POSITION

The primary function of the PD section local national intern position will be to produce quickly and accurately the Embassy's daily morning update to Washington, Belgrade Media Highlights. The incumbent collects information required for preparation of Belgrade highlights report from various sections (Political, Public Affairs, Economic). He/she will draft and transmit Belgrade Media Highlights on a daily basis. As time permits, the intern will also have two secondary functions: to assist the Embassy's on-line engagement through social media as well as to provide administrative support for American Corners and Public Diplomacy outreach programs.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education: Must be currently enrolled in a University and have completed a minimum of 75% of studies towards a degree in Political Science, International Relations, Economics, Journalism, History, or International Law.

Prior Work Experience: No prior work experience is required.

Knowledge: Must have a good general understanding of political issues in Serbia, and be familiar with social and online media.

Skills and abilities: The incumbent must possess strong writing and summarizing skills. Computer skills to include internet research skills, word processing and e-mail, along with research and analytical capabilities are required.

Language proficiency: S-4/R-4/W-4 (fluent) speaking/reading/writing English is required. S-5/R-5/W-5 (native language capabilities) speaking/reading/writing Serbian is required.

SELECTION PROCESS

The best qualified students who demonstrate the potential to accomplish the type of work to be performed will be considered for an interview. Therefore, it is in the interest of the applicant to address all the above required qualifications in the application.

Note: Students will be tested for language and writing skills during the interview process.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, and residency status in determining successful intern candidacy.
2. Must be a full-time current student in the required field as advertized.
3. Must submit a Statement of Interest indicating if he/she will be a continuing student immediately upon the completion of internship. If this is not indicated your application will not be considered.
4. The student must be in good academic standing at his or her current educational institution and provide a certified transcript to verify it and must provide a written permission from the educational institution in which the student is enrolled.
5. If selected, the student must receive a security certification and a medical certification.

TO APPLY

Students interested in an intern position must submit the following to be eligible for consideration:

1. A detailed current resume or curriculum vitae enclosed with a proof of good academic standing by providing a certified transcript;
2. Student's Statement of Interest that should include the student's objectives and motivations in seeking an internship and how his/her academic courses and other experiences relate to the advertised intern position. Please be sure to indicate if you will be a continuing student immediately upon completion of your internship. If this is not indicated, your application will not be considered; plus
3. Any other documentation (e.g., essays, certificates, awards; professor's recommendations and statements of student's achievements) that addresses the qualification requirements as listed above.

**Note: DO NOT enclose the original documents to your application, as they will not be returned.
Application language is English.**

SUBMIT APPLICATION TO THE HUMAN RESOURCES OFFICE
AMERICAN EMBASSY BELGRADE
BULEVAR KNEZA ALEKSANDRA
KARADJORDJEVIĆA 92
11000 BELGRADE

POINT OF CONTACT Telephone: 706-4000, ext. 4266 or 706-4266
Fax: 706-4005
E-mail: belgradehro@state.gov

CLOSING DATE FOR INTERN POSITION: January 20, 2015

The US Mission in Serbia is committed to fair and equitable treatment for all without regard to race, color, religion, sex, or national origin, age, disability or sexual orientation.